

Republic of the Philippines
SAMAR STATE UNIVERSITY
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the SAMAR STATE UNIVERSITY in the CSC website:


JUNELLE R. GUERRA, RPsy
HRMO III

Date: November 15, 2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Officer V (Cashier III)	SSUB-ADOF5-6-2004	18	46,725.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) /Second Level Eligibility	https://ssu.edu.ph/administrative-officer-v-cashier-iii/	SSU-Main Campus
2	Information Systems Analyst II	SSUB-INFOSA2-18-2023	16	39,672.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) /Second Level Eligibility	https://ssu.edu.ph/information-systems-analyst-ii/	SSU-Main Campus
3	Board Secretary I	SSUB-BS1-19-2023	14	33,843.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) /Second Level Eligibility	https://ssu.edu.ph/board-secretary-i/	SSU-Main Campus
4	Administrative Officer III (Records Officer II)	SSUB-ADOF3-16-2023	14	33,843.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) /Second Level Eligibility	https://ssu.edu.ph/administrative-officer-iii-records-officer-ii-records-unit/	SSU-Main Campus
5	Information System Analyst I	SSUB-INFOSA1-16-2023	12	29,165.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) /Second Level Eligibility	https://ssu.edu.ph/information-system-analyst-i/	SSU-Main Campus
6	Accountant I	SSUB-A1-14-2023	12	29,165.00	Bachelor's degree in Commerce/ Business Administration major in Accounting	None Required	None Required	RA 1080 (CPA)	https://ssu.edu.ph/accountant-i-accounting-unit/	SSU-Main Campus

7	Planning Officer I	SSUB-PLO1-11-2023	11	27,000.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) /Second Level Eligibility	https://ssu.edu.ph/planning-officer-i/	SSU-Main Campus
8	Administrative Officer II (HRMO I)	SSUB-ADOF2-17-2004	11	27,000.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) /Second Level Eligibility	https://ssu.edu.ph/administrative-officer-ii-hrmo-i/	SSU-Main Campus
9	Administrative Officer I (Cashier I)	SSUB-ADOF1-25-2008	10	23,176.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) /Second Level Eligibility	https://ssu.edu.ph/administrative-officer-i-cashier-i/	SSU-Main Campus
10	Administrative Assistant III	SSUB-ADAS3-5-2023	9	21,211.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) /First Level Eligibility	https://ssu.edu.ph/administrative-assistant-iii-vp-for-administration-and-finance/	SSU-Main Campus
11	Administrative Assistant II	SSUB-ADAS2-12-2023	8	19,744.00	Completion of two-year college studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) /First Level Eligibility	https://ssu.edu.ph/administrative-assistant-ii-general-services/	SSU-Main Campus
12	Administrative Aide VI (Clerk III)	SSUB-ADA6-15-2023	6	17,553.00	Completion of two-year studies in college	None Required	None Required	Career Service (Subprofessional) /First Level Eligibility	https://ssu.edu.ph/administrative-assistant-ii-general-services/	SSU-Main Campus
13	Administrative Aide VI (Clerk III)	SSUB-ADA6-16-2023	6	17,553.00	Completion of two-year studies in college	None Required	None Required	Career Service (Subprofessional) /First Level Eligibility	https://ssu.edu.ph/administrative-aide-vi-clerk-iii-hrmo/	SSU-Main Campus
14	Administrative Aide VI (Clerk III)	SSUB-ADA6-2-2023	6	17,553.00	Completion of two-year studies in college	None Required	None Required	Career Service (Subprofessional) /First Level Eligibility	https://ssu.edu.ph/administrative-aide-vi-clerk-iii-information-communications-technology-unit/	SSU-Main Campus
15	Administrative Aide VI (Clerk III)	SSUB-ADA6-10-2023	6	17,553.00	Completion of two-year studies in college	None Required	None Required	Career Service (Subprofessional) /First Level Eligibility	https://ssu.edu.ph/administrative-aide-vi-clerk-iii-internal-audit-unit/	SSU-Main Campus

16	Administrative Aide VI (Clerk III)	SSUB-ADA6-19-2023	6	17,553.00	Completion of two-year studies in college	None Required	None Required	Career Service (Subprofessional) /First Level Eligibility	https://ssu.edu.ph/administrative-aide-vi-clerk-iii-records-unit/	SSU-Main Campus
17	Administrative Aide VI (Clerk III)	SSUB-ADA6-35-2004	6	17,553.00	Completion of two-year studies in college	None Required	None Required	Career Service (Subprofessional) /First Level Eligibility	https://ssu.edu.ph/administrative-aide-vi-clerk-iii-procurement-unit/	SSU-Main Campus
18	Administrative Aide VI (Clerk III)	SSUB-ADA6-14-2023	6	17,553.00	Completion of two-year studies in college	None Required	None Required	Career Service (Subprofessional) /First Level Eligibility	https://ssu.edu.ph/administrative-aide-vi-clerk-iii-quality-assurance-office/	SSU-Main Campus
19	Administrative Assistant II (Property Custodian)	SSUB-ADAS2-18-2023	8	19,744.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) /First Level Eligibility	https://ssu.edu.ph/administrative-assistant-ii-property-custodian-mercedes-campus/	SSU-Mercedes Campus
20	Administrative Assistant I (Buyer I)	SSUB-ADAS1-10-2023	7	18,620.00	Completion of two-year studies in college	None Required	None Required	Career Service (Subprofessional) /First Level Eligibility	https://ssu.edu.ph/administrative-assistant-i-buyer-i-mercedes-campus/	SSU-Mercedes Campus
21	Administrative Aide VI (Clerk III)	SSUB-ADA6-20-2023	6	17,553.00	Completion of two-year studies in college	None Required	None Required	Career Service (Subprofessional) /First Level Eligibility	https://ssu.edu.ph/administrative-aide-vi-clerk-iii-mercedes-campus/	SSU-Paranas Campus
22	Administrative Aide VI (Clerk III)	SSUB-ADA6-21-2023	6	17,553.00	Completion of two-year studies in college	None Required	None Required	Career Service (Subprofessional) /First Level Eligibility	https://ssu.edu.ph/administrative-aide-vi-clerk-iii-mercedes-campus/	SSU-Paranas Campus
23	Accountant II	SSUB-A2-16-2023	16	39,672.00	BS Accountancy/ BSC-Accounting/ BSBA-Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 (CPA)	https://ssu.edu.ph/accountant-ii-paranas-campus/	SSU-Paranas Campus
24	Administrative Aide VI (Clerk III)	SSUB-ADA6-5-2023	6	17,553.00	Completion of two-year studies in college	None Required	None Required	Career Service (Subprofessional) /First Level Eligibility	https://ssu.edu.ph/administrative-aide-vi-clerk-iii-paranas-campus/	SSU-Paranas Campus

25	Administrative Aide VI (Clerk III)	SSUB-ADA6-6- 2023	6	17,553.00	Completion of two-year studies in college	None Required	None Required	Career Service (Subprofessional) /First Level Eligibility	https://ssu.edu.ph/administrative-aide-vi-clerk-iii-paranas-campus/	SSU-Paranas Campus
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Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **November 28, 2023.**

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Photocopy of Transcript of Records;
3. Performance rating in the last rating period (if applicable);
4. Photocopy of certificate of eligibility/rating/license; and
5. Work Experience Sheet
6. The University encourages all qualified applicants including Persons With Disability (PWD), regardless of Civil Status, Religion and those from any Sexual Orientation and Gender Identity and Expression (SOGIE) to apply. PWD applicants must inform the Office on what assistance they need during the interview and other recruitment an selection process.

QUALIFIED APPLICANTS are advised to hand in or apply online through this link - <https://bit.ly/applySSU>

MARILYN D. CARDOSO, Ph.D.

University President

Samar State University

Brgy. Guindapunan, Catbalogan City, Samar

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.